

Access to Visitation Grant Program
Questions and Answers from the Applicants' Teleconference
Workshops for Fiscal Year 2010-2011

New Questions Post the Applicant Teleconference Workshop

The following are new questions submitted after the Oct. 23, 2009 applicant's teleconference workshop. ***Latest Update: December 3, 2009***

	Questions	Response
1	The application instructions indicates that the font size must be 12 point. As I was filling out the Grant Application cover page and the budget forms the font size "automatically" went to size 9. I should change it to 12 point, correct? Or does the 12- point refer to the narrative/ summary only? Also, the summary and narrative should be single space or double space or is it at the discretion of the writer? I would imagine that it is easier for the reader if it's double space.	Regarding the forms, we used different fonts/etc. for page spacing purposes. Applicants should not change anything in the forms but complete the application using Times New Roman, font 12 point. We did not specify single space or double space so either will be acceptable. Double space is always easier to read but others may want/need as much space as possible for the narrative so we assume some will use single space. The proposal narrative and attachments and forms should follow Times New Roman and font 12 point.
2	If we were to collaborate with another county, would we then be able to serve non-custodial parents with court orders in EITHER county or would the rule stay the same – in that the service must be in the same county as the court order.	First, you need to have court order from each county. Second, the service can be in both or either county (i.e., county X can have their subcontractor agency and county Y has their own subcontractor agency with court orders). The two counties can be in a collaborative partnership under the lead applicant court.
3	In a collaboration, would the reporting requirements be that one report would be written overall for all Counties within the collaboration or would that stay the way it is now with each county reporting separately. In addition, I also would imagine the databases would stay separate but I suppose we should clarify that as well.	The lead application court submits one report to the AOC that includes information about each collaborative partner. Each county program (subcontractor) reports about their "own" AV program. Yes, each subcontractor agency that is part of collaboration with the lead court will be given their own site number for data collection.
4	We will be submitting a regional/collaborative grant proposal. My question is whether we need to have original signatures from our partner courts on some of the forms or can we submit faxed signatures from our partners?	We need original signatures (no faxed signatures) on all the forms including from your collaborative partner county courts.
5	This will be our first collaborative grant and as the lead applicant court we are hoping you would clarify a few administrative and billing items for us: 1. Assuming we have two courts and two sub-contractors, are there specific requirements about who contracts with whom and how payments are made? 2. Will the lead court contract with the AOC for the total	1 The applicant court takes the lead administrative and billing role and will handle all billing/invoicing processing and payment before it is submitted to the AOC. 2. The AOC will contract with only the lead applicant court. The lead court must enter into a contract or

	<p>award amount. Does the other court also need a contract with the AOC, or just an MOU with us?</p> <p>3. How about the subcontractors? Do they contract with one or both courts?</p> <p>4. I assume the contracts dictate the invoice flow. If we contract with the AOC, we would be the only party to send you invoices for reimbursement, correct?</p> <p>5. Would the non-lead court also receive and pay invoices from the sub-contractors, then invoice us? Or would all the sub-contractors send their invoices to us to pay?</p>	<p>MOU agreement between the applicant court and all subcontractors and partner county courts.</p> <p>3. The subcontractors contract with the lead applicant court.</p> <p>4. Correct to both questions.</p> <p>5. No, the non-lead court would not pay for subcontractors invoices—the lead applicant court is responsible for billing, invoicing, and reimbursement to subcontractors. All subcontractors would send invoices to the applicant court.</p> <p>Clarification Response 5: While the information in response 5 is correct, please note that the non-lead court if it has a contract with the subcontractor, then they could receive and pay invoices from the subcontractor. Also, the last sentence is somewhat correct. Subcontractors should send their invoices <u>to the party they have a contractual agreement with</u>. In most collaborative partnerships, the contractual agreement via the other county courts is with the lead agency and the lead agency enters into contract agreement or MOU with county partner courts and subcontractors. However, our response indicated that subcontractors would send invoices to the applicant court <u>only</u>. Again, if for some reason the non-lead court enters into contractual agreement with the subcontractor, then subcontractor could send their invoices to the non-lead court; the non-lead court would then submit reimbursement to lead court; lead court submits to AOC.</p>
6	<p>I was completing the budget form and in the subcontractor agency salaries section ask for a monthly rate. For last year and this year court's section an annual amount is required. Do you want us to put the monthly salary? And if so, do you want the cost to be annual?</p>	<p>The grant application is for a new fiscal year. Please provide monthly rate under the salaries cost category and see the sample budget form in the appendix section on page 38 of the RFP for guidance. Once you calculate the monthly rate, this should get you to the annual cost.</p>
7	<p>In the Grant Application Program Summary the following question: State current organizational annual budget for subcontractor agency refers to the budget from the Access to Visitation Grant or the total annual budget for the agency to stay in operation with all its services?</p>	<p>This question relates to the subcontractor and the subcontractors agency budget. Provide the annual agency budget for the subcontractor (this is for all programs administrated by the agency).</p>
8.	<p>Our Fiscal Administrator is off and will not be able to sign the cover sheet. Can our CEO sign on their behalf?</p>	<p>Yes, this is fine and acceptable.</p>
9.	<p>The grant indicates that providers of supervised visitation and exchange services must be local public agencies or nonprofit entities that satisfy the Uniform Standards of Practice for Providers of Supervised</p>	<p>It is my understanding this means any local government (i.e., public) entity/agency. For example, a community college or state university.</p>

	Visitation. Would you please define a local public agency?	
10.	Can you please clarify what is meant by “(Please download separately)” in Appendix G. We are not able to find instructions for this appendix – could you explain where to download and what forms are included?	The forms (Appendix G) are on the CFCC websites for this particular appendix section. Please go to the website link in the RFP grant application (see the application checklist page).
11.	If a program gives our agency a cash donation each year can we use that in our match for the AV Grant?	If the cash received is to be spent on an allowable Access to Visitation related program expenses, then the agency may use the expenditures paid from the cash donation for the match. The matching expenditures must be spent within the AOC grant period and cannot be matched to another federal or non federal project. Documentation of matching expenditures is required at the time of invoice submission.
12.	Our RFP will be too thick to staple. It may work for us to drill a hole in upper left corner and affix a 'brad' through the hole but we may have to actually have a round ring through the left whole. Is it in that fashion that we should precede?	You should put a rubber band around the materials and submit it accordingly.
13.	Our parent education curriculum is 65 pages. In the past years we submitted it separately but this year is it correct that we attach and number consecutively?	Yes, attach the curriculum to the parent education form and number consecutively.
14.	Can you confirm that the 20% contribution by a court can be “in-kind” administrative cost contributions?	Yes, the match can be in-kind.
15.	As part of the grant application, Appendix G is requesting Federal Certification and Assurance Forms. Do you have an on-line location as to where we can access the specific form required? Also, due to the large size of our county and the inability for many non-custodial parents to travel across town, our supervised visitation provider utilizes other facilities operated by different agencies for supervised visitation in other locations through-out the county. Would these be considered “on-site” locations covered under the grant?	First, the federal certification and assurances forms are on-line so go to the CFCC website via the link address in the grant application to find these forms. Second., if you are using other facilities to provide visitation for NCP parents, you will need to provide/establish agreements (including insurance coverage and background clearances) with those agencies. This can be done via MOU agreement between your court and those agencies. The agencies must be a nonprofit agency and visitation can only be done at these agencies/center locations via on-site(i.e., at the actual agency/facility). If visitation is done outside the agency, in the community, in parks, etc., this is considered off-site visitation and not allowed under the grant.
16.	Regarding the required attachments to the grant application, do you want them marked as attachments with letters that are referenced in the grant narrative or should we just attach?	This is up to you but for easier readability, you may want to mark as attachments via proposal requirements and of course make sure you number consecutively.
17.	We are completing Appendix G, the Assurance Forms. Does the subcontracting agency need to complete this	Yes, the subcontractor needs to complete this form and the court needs to complete the forms. The

	<p>form? If so, what would they put for Grantee Name and Address and for the Grantee IRS/Vendor Number? Would this be a reflection of the Court's address and ID number?</p>	<p>subcontractor should put the name of their agency and address, and Tax ID number, and the court would do the same via their appropriate information. You do not use the court address and ID number for the subcontractor information; they use their own information.</p>
18.	<p>I am just doing a final run through of the grant app checklist and want to confirm the following. The last item on the checklist, #12, is "Subcontractor Agency Policies and Procedures and Forms." I'm assuming that means the attachments that are required for Appendix B, 4-12. I'm confused by the Policies and Procedures part. I am not submitting the general program P&Ps, only the specifically requested ones. Is this right, please clarify?</p>	<p>You are correct. The subcontractor agency policies and procedures and forms are those attachments required via Appendix B, questions 4 through 12. You do not attach/submit all of the agencies policies and procedures but only the ones specifically requested.</p>
19.	<p>We are assembling our ATV grant application, and need clarification on the page numbering. Do we have the Grant Application page as page "1"</p> <p style="padding-left: 40px;">Table of Contents page "2"</p> <p style="padding-left: 40px;">Program Summary page "3"</p> <p style="padding-left: 40px;">Proposal Narrative page "5"</p> <p style="padding-left: 80px;">etc....</p> <p>or should each section begin again, Program Summary: 1 of 2, 2 of 2, and Proposal Narrative: 1 of 18, 2 of 18, etc.</p>	<p>I think we covered this on the Q & A, so please check the CFCC website link. Basically, number the pages starting at the first page (grant application page 1, etc...) through the end/last page.</p>

Access to Visitation Grant Program
Questions from October 16 and 23, 2009 Teleconference Workshops

	Questions	Response
1	Letter of Intent - do you need signature? Do you need the original?	Yes, the Letter of Intent (LOI) requires the appropriate authorized signature by the lead applicant court. The court does not have to send the original copy of the LOI to the AOC but should keep it for their individual record.
2	Briefly go over the point system for multi-court/multicounty collaborative - what about for counties that is one court like Los Angeles who is too big to collaborate but have multiple subcontractors?	See the RFP Addendum No. 1 regarding the bonus points on multicounty and multiagency collaboration. An extra five (5) bonus points will be given to multicourt collaborations that we have defined in the addendum RFP. In addition, multicourt collaboration has been revised to include "multiagency collaborations" and courts will be awarded five bonus points for either multicourt or multiagency collaboration. Some county jurisdictions because of geographical location cannot feasibly enter into multicourt collaborations but can develop collaborative partnerships with multiple agencies as subcontractors under the lead court application (i.e., LA County could develop collaborative partnerships with several/multiple community subcontractors to provide the grant-related services).
3	On Appendix B "Grant Application Proposal Narrative" section A, numbers 4-10, are these questions an overall process/protocol for the court or each agency? Agencies may differ a bit in protocol and that's why we are asking.	This should more than likely be answered by the agency/subcontractor although subcontractor policies/protocols/processes are assumed to be/have been developed in collaboration with the court since the program is a court-based program. If you are multicourt or multiagency collaboration, and each agency/subcontractor has a different protocol, then you need to describe the process for each subcontractor agency. However, if all of your collaborative partners/subcontractors will follow the same protocol/process for the grant program, then you simply explain such. Remember to use language that is clear so that the reviewer will understand how the collaborative or multiagencies will operate (i.e., all subcontractors/collaboratives will operate this way or each agency/subcontractor will operate/provide services this way).
4	This question is regarding providing dates (i.e., fiscal year) related to the subcontractor agency last's organizational strategic planning effort and/or assessment of client services. Does this apply for each agency and the Court or the Court with the AOC? For example, the last strategic meeting that involved the	This question is specific regarding the subcontractor agency. Give us the date or fiscal year for when the subcontractor agency did their last strategic planning and/or an agency assessment regarding client services.

	court, subcontractors and the AOC was in September 2008.	
5	Are we allowed to only budget salaries/fringe benefits for this fiscal year or do we have to include other direct costs?	Salaries, fringe benefits, and direct costs are all allowable reimbursement costs under the grant. The budget should reflect a 12-month funding period.
6	Is \$100,000 the highest amount that will be awarded?	The \$100,000 is the highest amount that can be requested by the court. Please check section 1.7 in the grant application for other grant award amounts.
7	Under section 1.9, Eligible Grant Recipient of Services, this section indicates that the recipients of the proposed services should be low-income separated, separating, divorced, or unmarried parents and their children who are in custody and visitation proceedings under the Family Code. What is the measurement for low income? Can the grant only serve low-income non-custodial parents?	The AV Grant has not created a single definition for what constitutes low-income. So, the definition and eligibility of low-income should be determined by your local court jurisdiction. What we have seen in the past via our data collection is that most of the NCP parents served under the grant (generally based on sliding scale fees) have been in the annual income range of \$0 to \$29,000. The grant is intended to serve low-income clients.
8	Under section 1.9, Eligible Grant Recipient of Services, this section indicates that funds may not be used to provide off-site supervised visitation services. Is off-site off court property? Does off-site preclude the subcontracting supervised visitation agency from performing in-home supervised visitation?	Off-site and in-home supervised visitation is not allowed under the grant program. Examples of off-site supervised visitation include visitation conducted in community parks, movie theaters, shopping centers, and other public places.
9	Under section 2.6, Annual Program Administrators Meeting, this section indicates that applicants are required to add in their budget expenses for travel and attendance of two individuals for the annual State Access to Visitation Program Administrators Meeting. Can you provide more information regarding this meeting? Where will it be held? How many days?	This meeting has not been determined yet so you should budget for a one-day meeting in San Francisco from 9:00 to 5:00 p.m.
10	Can grant funds be used to provide supervised visitation and exchange services for a bio mother and/or a bio dad whose child is the subject of a probate court guardianship? In other words, does there have to be a family law case pending?	Grant funds are to be used for family law cases only. Probate guardianship cases are generally ineligible for grant funding; however, there have been a few cases where these cases have qualified as being within the scope of the grant (i.e., family law case).
11	Can the capacity of the program services increase from April 1st? For instance can the contractor be able to serve 2 clients on April 1st, and then build resources to serve more clients throughout the year?	Grant proposals will be evaluated on whether the program appears to be operational. Based on the scenario presented it may appear that the program may not meet the eligibility criteria of being operational. All applicants will identify how many families and hours of service will be provided for the funding fiscal year; however, we have not held the court/subcontractors to the exact numbers estimated in the RFP application. Meaning, it is assumed that unforeseen circumstances may arise during the funding period that will result in increases or decreases of the estimated number of families to be served. Initial screening will be conducted to determine whether the proposed program meet the threshold requirement of being operational.

12	Can indirect costs be part of the match?	Yes so long as the indirect costs meet the allowable cost criteria and only the court can claim indirect costs.
13	Can the provider claim agency overhead? If so, must it have an approved federal rate?	Yes, the subcontractor can claim overhead if the overhead meets the criteria of being classified as direct costs. If you mean overhead as related to “indirect costs” then the subcontractor cannot claim overhead because only the court can claim overhead.
14	How is the 20% match calculated and what qualifies as the match? So, if we apply for \$100K, is the match part of the \$100K or on top of the \$100K and is it \$20K?	Match is in addition to the grant award amount. So, if the court receives \$100,000, a match of \$20,000 is required. The total program is viewed as a \$120,000 AV grant program. Examples of types of match used in the past include volunteer time, court staff salary and benefits, rent, travel, and training expenses.
15	Who approves our overhead rate--meaning can we use our ICRP rate?	The court must use a state approved, or federal approved rate, or the courts ICRP rate. The court can only claim indirect costs. Only courts that budget for personnel expense are allowed to claim indirect costs and are limited to 10% of court employee salaries only.
16	If we have a subcontractor that we are interested in using and they provide services in our county, do we have to do an RFP to select a provider or can we use existing community services?	All courts are required to make sure they comply with and follow the courts procurement policies and procedures, which may or may not include the selection of new or existing community-based service providers. These policies can be found on the courts Serranus Website.
17	If some of the services are available on April 1st, can we phase in other services during the grant period?	See response number 11 above.
18	Under section 1.5, Grant Application Eligibility, indicates that the family law divisions of the superior courts are required to administer the programs. The El Dorado Superior Court does not have a Family Court Services director or manager. Can a superior court’s administration department administer the program?	Yes, the superior court administration department can administer the program. The requirement is that the superior court must administer the grant and this is a court-based determination.
19	For budgeting purposes, where is it anticipated that the Annual Program Administrators Meeting will be held and what is the anticipated duration of the meeting?	See response number 9 above.
20	Is the 20 percent matching funds requirement a match of funds from the court, subcontractor, both, or either?	Match can be from the court, the subcontractor or both.
21	Is all court ordered supervised visitation eligible for grant monies or only those orders submitted by Family Court Services? Are attorneys/pro-per litigants eligible to utilize this grant money when filing an OSC/DV TRO with temporary orders that request supervised visitation?	All supervised visitation should be conducted with a court order—court order from family court. If an attorney or pro per litigant has a family law court order and the NCP parent meets the eligibility requirement then this would be within the scope of the grant and grant funds could be used to serve these NCP parents. It is the courts determination in designing their AV grant program consistent with goals and state and federal requirements.

22	Does sustainability of the program after grant funds refer to courts continuing the program without grant funding and included as a budgeted item or does sustainability refer to continuing the program by continuing the relationship with the collaborative agency but having the party's self-pay for services?	Sustainability should be addressed in the proposal narrative and refers to court/subcontractor explaining how the grant program will continue to exist when Access to Visitation Grant funds are no longer available. Maintaining and building collaborative relationships, as well as charging client fees may be an option via sustainability efforts. The committee will review and evaluate whether the court/subcontractor have feasible strategy plans and approaches in place for sustaining their grant program that is beyond charging client fees given that low-income clients often cannot afford to pay costs, even sliding scale fee costs for service delivery. Sustainability efforts should be explained and described by the court/subcontractor.
23	Describe how cultural competence can be measured as a strategy. Will the grant cover costs for cultural competency training?	Unless there is a specific question, it would be unfair to answer this question, since this is what is being asked of the applicant. Regarding costs, yes, this can be included in your budget under training.
24	Appendix B, Section B, Question 4, refers to monitoring grantees and subcontractors. Under section 2.0, subsection 2.4 indicates that the AOC will provide guidelines and requirements for reporting, <i>What will be the guidelines and requirements?</i> This information is needed to determine a strategy for the effective monitoring of subcontractors to meet the reporting requirements of the AOC and federal program regulations and for budget preparation.	Some of the state and federal grant reporting requirements include: data collection submitted on a quarterly basis; bi-annual progress reports; monthly billing and invoices; midyear reallocation; annual program administrators meeting; collaborative meetings; and supervised visitation trainings.
25	What is the structure of the collaborative courts?	Under the Access to Visitation Grant there must be a lead administering court. The lead court may have collaborative county partner courts. The AOC enters into a contract agreement with the lead court only and the lead court subsequently enters into either a contract or MOU agreement with the collaborative court/subcontractor. The Access to Visitation Grant funds or grant amount if allocated to the lead court with the lead court providing reimbursement to their local subcontractor agency.
26	Is it acceptable for courts to claim administrative costs out of the grant award? Can you please discuss supplantation?	<p>Yes, courts can claim administrative costs under the grant. The following are several examples used to help explain supplantation.</p> <ol style="list-style-type: none"> 1. Does it satisfy the "no-supplanting" requirement if an existing employee is relieved of one project to devote time to the grant project instead? The answer is no it would not, <i>this would be supplanting</i>. 2. Does it satisfy the "no-supplanting" requirement if an existing part-time employee increases their working hours by 25% in order to work on this grant? The <i>answer is yes</i>, as long as it can be documented that their normal hours are being increased. The key is

		<p>that they are only working these extra hours for the grant's activities and not just assigning those different tasks. The question NHTSA will ask is: How many hours would this employee had worked if there was not a grant?</p> <p>3. If the "no-supplanting" requirement requires a new person to actually be hired, can that person assume an existing employee's current work to allow the existing employee to work on the grant? The <i>answer is yes</i>, because the staffing level as been increased this would not be supplanting.</p> <p>4. Staff person doing the work is an employee that his job now has expanded from 40 hours per week to say 50-60 hours per week. The employees/employee has agreed to work extra hours (his/her job assignment is enhanced to include presenting workshops to clients at night and weekends). The extra hours <i>would not be considered as sub-planting</i>.</p> <p>5. If the employee shifted his work part or all to a new employee hired to do his old assignments. If he/she is taking on new job duties, which is funded by the federal grant. This <i>would not be sub-planting</i>.</p> <p>6. If the employee is an exempt position and they do not pay overtime that is his/her job and can complete it in 1 hour or 10 hours. The pay is the same and he/she is paid by other funds. It <i>would be sub-planting</i> if you now brought in federal funds to pay a current employee for work that he/she was already being paid to perform.</p>
27	Are there some guidelines as to what a reasonable percentage for administrative costs is? We are asking this question because both the courts and the programs wind up spending much more administrative time on these programs and services than what the grant reimburses for.	No, we don't have any guidelines or have set any percentage criteria regarding administrative costs. However, this is a grant for direct services and as much funding as possible should be allocated towards direct services for noncustodial parents.
28	Can the programs bill clients for intake services and not claim those fees as program income?	No, the grant will not reimburse courts/subcontractors for intake services. Court/subcontractors should consult their legal and auditing personnel for guidance regarding section 45 C.F.R section 92.25 and whether various service delivery components (i.e., intakes) violate the provision, in particular, as it relates to "activities generated as a result of access to visitation grant activity."
29	Can you discuss whether any programs have been penalized for receiving OVW (federal Office on Violence Against Women) funding and what has been the relationship with these two funding streams since the goals of the grant are very different?	No court/subcontractor agency is penalized for receiving other streams of funding to support their Access to Visitation Grant Program. What is important for review and evaluation purposes is that subcontractor agencies do not operate outside of the

		goals and intent of the grant program and compliance with the state standards of practice for supervised visitation providers. The OVW Safe Havens Grant Program goal and objectives are different from the goals and intent of the Access to Visitation Grant Program. So what we will be evaluating is whether court/subcontractor agency policies, procedures and practices are not contradictory to the goals of the grant program in serving noncustodial parents. For some courts/subcontractors this has been a challenge since providers by statutory definition must be neutral providers, while for others it has not been a challenge.